SHIPPING YOUR VEHICLE OUT

THE BIG PICTURE:

1. **Schedule shipping date with Seoul VPC**
2. **Register for temporary plates**
3. **Receive written decal**
   If shipping to CONUS, receive CONUS decal
4. **Drive vehicle to Seoul & ship out!**
5. **Out-process Vehicle**

Now that you know the overall process to ship your vehicle, we will provide detailed information for each step.

Be sure to follow the steps carefully.

Anytime you have questions, please call Pass & Registration and ask to speak with a Vehicle Technician, 315-784-5898.

You may also e-mail us at:

Stcve.Chae@osan.af.mil

Kelly.Anderson@osan.af.mil

STEP 1 – SCHEDULE SHIPPING DATE

http://www.WhereIsMyPOV.com

Your vehicle will be shipped from the Seoul VPC located at Camp Kim near Yongsan Army Garrison.

The above website will assist you in locating your vehicle and notifying you of it's arrival at the port. It also contains directions, working hours, and contact information which you can use to make an appointment for vehicle pick-up.

****YOU MUST SCHEDULE AN APPT WITH THE VPC PRIOR TO RECEIVING TEMPORARY PLATES****

TEMPORARY PLATES ARE ONLY VALID FOR A 10-DAY PERIOD!!!

The VPC changed locations on 24 Aug 2009 and they currently only have a commercial phone line. The number is 02-798-7031 or 7032. – To reach this extension from a DSN line at Osan, you may to connect through the Osan Operator (Dial '0').

STEP 2
RECEIVING TEMPORARY PLATES

You have 2 options by way of receiving your temporary plates. Going off base to Pyeongtaek Vehicle Registration Office or going to Pass & Registration @ Osan AB on Wednesday between 1000-1200; 1300-1500.

- PERMANENT PLATES & SAFETY DECAL (STICKER) MUST BE TURNED IN IN ORDER TO RECEIVE TEMPORARY PLATES -

OFF BASE	ON BASE
PLATE EXCHANGE IS DONE ON THE SPOT	YOU WILL TURN IN PERMANENT PLATES. TEMP PLATES WILL NOT BE READY UNTIL THURS @ 1300
NO WAIT TIME	½ HOUR TO 60 MIN WAIT TIME
LOCATED 15 MINUTES FROM BASE; MUST PROVIDE OWN TRANSPORTATION (I.E.: TAXI/BORROW A CAR)	YOUR VEHICLE MUST SIT IN AUTHORIZED PARKING OVERNIGHT. **YOU MAY NOT DRIVE IT WITHOUT PLATES!!!!**

Driving map is provided on Page 5.
If you need to contact Pyeongtaek, their phone number is 659-4973. (From DSN, dial +99 first; From a Cell Phone +013)

To Register for 10-DAY Temporary Plates, you MUST have:

1.USFK FM 32EK
(Available at Pass & Registration; Sample available on Page 5)
2. Permanent Korean Plates (You will turn these in)
3. Korean Registration
4. SOFA Import documentation *(Sample available on Page 6)*
5. Valid Proof of Insurance (valid at minimum for 10 days out)
6. Base Military Registration (USFK FM 207)
7. Completed Export Worksheet
(Available at Pass & Registration; Sample available on Page 7)
8. ID CARD
9. USFK Driver's License (valid at minimum for 10 days out)
10. Permit For Temp Plates
(Available at Pass & Registration; Sample available on Page 8)
11. 2,900 Won (W 1,100 for de-registration + W 1,800 for 10 day temp plates.

FEEL FREE TO HAVE A VEHICLE TECHNICIAN REVIEW YOUR FORMS BEFORE APPLYING FOR TEMP. TAGS WITH PYEONGTAEK

DIRECTIONS TO PYEONGTAEK VEHICLE REGISTRATION OFFICE

-DRIVING DIRECTIONS-

From Osan to Pyeongtaek Vehicle Registration Office

1. Depart Osan AB by turning left when exiting Morin Gate.
2. Reset Odometer.
3. Continue straight for approximately **1.6km**
   You will drive over a bridge and reach a traffic light.
   Continue straight through the traffic light.
4. After passing through, continue straight for approximately **2.4km**
   (4km total distance traveled)
5. You will reach the first traffic light/intersection on this road. Turn right at the light.
   (You will see signs for Highway 317)
6. Follow this road for approximately **6.5km**.
   You will see a golf course on your upper right-hand side.
   (It looks like big poles and a net.)
7. When the golf course is adjacent to the left of your vehicle, you will turn left.
   (10.5km total distance traveled)
8. Take the first immediate left on this road. You will see a building resembling a log cabin on your left hand side. This is the vehicle registration office.

To Osan AB from Pyeongtaek Vehicle Registration Office

1. Turn right out of the vehicle registration office parking lot.
2. Turn right and move into the right hand lane at the traffic light.
3. Reset odometer.
4. Turn right at the traffic light.
   You will continue straight on this road for 6.5km.
5. When the odometer reads 6.5km, you will see a building with an orange roof on your upper left hand side. You will also see signs for Highway 306.
6. Turn left at this traffic light onto Highway 306.
7. Follow this road for approximately 2.4km.
8. You will then reach a traffic light. (8.9km total trip time on odometer)
9. Continue straight through the traffic light for approximately **1.6km**.
   You will drive over a bridge and continue towards Osan AB.
   When you reach the Y, bear off to the left hand side.
   (9.9km total trip distance traveled)

**(If you bear to the right, you will reach DooLittle Gate where you can pick-up 24 hour passes for vehicle access).*

10. Morin Gate will be on your right hand side after you drive over the speed bumps. (10.5km total distance traveled)
    You must have a pass for your vehicle to gain access to the installation.

If you need to take a Taxi to this location, they should be able to find it without complication. (Approximately 10,000 won – off base taxi) The Korean Employees working at the office speak both English and Hangul, and could speak to the taxi driver, if need be. (To call from a cell phone, dial 031-659-4973).

1. LICENSE PLATE NO	APPLICATION FOR CANCELLATION OF USFK PRIVATELY OWNED VEHICLE (USFK REG 190-1)	UIC: 2. DEROS

3. APPLICANT NAME AND ADDRESS

NAME (Last, First & MI) | RANK | SSN | UNIT ADDRESS AND DUTY PHONE

4. VEHICLE STATUS

MAKE, MODEL AND YEAR | VIN NO

BODY TYPE AND COLOR

5. SIGNATURE

DATE | SIGNATURE OF APPLICANT

6. DISPOSITION OF POV *(Check and initial)*

a. Shipped by U.S. Government

b. Shipped by commercial means: state shipper and date of arrangements.

c. Sold to USFK personnel or local national: state name, address and telephone no.

d. Other: Explain in remarks.

7. AUTHENTICATION OF VEHICLE RECORDER

I CERTIFY THE INFORMATION DESCRIBED ON THIS FORM HAS BEEN DISPOSED OF AS SHOWN IN BLOCK 6:

SIGNATURE

DATE | TYPED NAME, GRADE AND TITLE

REMARKS

SAMPLE

Download Electronically.
USFK Form 32EK-E

PRIVACY ACT STATEMENT

1. AUTHORITY: Title 10, U.S. Code, Section 3012.
2. PRINCIPAL PURPOSES: Form is used to maintain a Central Vehicle Registry, which provides the command Privately Owned Vehicle and ROK authorities an accurate record of vehicle registration in the ROK.
3. ROUTINE USES: Form is used to record vehicle cancellation, customs clearance, location of vehicle, license number and final disposition.
4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Disclosure of required information is voluntary. An individual not providing required information will be refused vehicle registration.

USFK FORM 32EK-E, 1 JAN 03

Korean Customs Import Document

수 입 신 고 필 증

(갑 지)

※ 처리기간 : 3일

① 신고번호	② 신고일	③ 세관.과	⑥ 입항일	⑦ 전자인보이스 제출번호
92000-09-0841546	2009/08/19	039 - 10	2009/08/06	

④ B/L(AWB) 번호	⑤ 화물관리번호	⑧ 반입일	⑨ 징수형태
APLU084311955 (분할 : A)	09APLU08010-0022	2009/08/17	11

⑩ 신 고 자 미8군 .	⑮ 통관계획	⑲ 원산지증명서 유무	㉑ 총중량 1,955.5 KG
⑪ 수 입 자 ( )			
⑫ 납세의무자 (/ [redacted]	⑯ 신고구분 D 간이서류신고	⑳ 가격신고서 유무	㉒ 총포장갯수 1 GT
(주소) OSAN AP 96278KOR	⑰ 거래구분 97 SOFA면세물품반입	㉓ 국내도착항 KRPUS 부산항	㉔ 운송형태 10 -FC
(상호) [redacted]			
(성명) [redacted]	⑱ 종류 K 일반수입(내수용)	㉕ 적출국 US U.S.A	
⑬ 운송주선인 ( )		㉖ 선기명 APL CHINA	US
⑭ 해외거래처 KABEL, D (US) /	㉗ MASTER B/L 번호 APLU084311955		㉘ 운수기관부호

⑨ 검사(반입)장소 039 02044 - 0800000003 (용당세관구내장치장)

●품명 · 규격 (란번호/총란수 : 1 / 1)

㉚ 품 명 VAN, WITH SPARK-IGNITION ENGINE, USED ㉛ 거래품명 PERSONAL USED VEHICLE		㉜ 상 표 TOYOTA		
㉝ 모델 · 규격	㉞ 성분	㉟ 수량	㊱ 단가(USD)	㊲ 금액(USD)
[redacted] 2005 TOYOTA 3500CC GASOLINE AUTO AWD	SIENNA 3.5	1 U	12,686	12,686

㊳ 세번부호	8703.24-1020	㊴ 순중량 1,955.5 KG	㊵ C/S 검사	N CS비적용생략	㊶ 사후확인기관
㊷ 과세가격(CIF)	$12,686	1 U	㊹ 검사변경		
	₩15,820,710	㊺ 원산지 US - -	㊻ 특수세액		
㊼ 수입요건확인 (발급서류명)					

SOFA 반입 물품신고서

㊽ 세종	㊾ 세율(구분)	㊿ 감면율	(51) 세액	(52) 감면분납부호	감면액	(53) 내국세종부호
관	8.00(C가가)	100.00	0	Y6701	(1,265,656)	
개	10.00(2)	100.00		Z000000	(1,582,071)	
육	30.00(B)	100.00			(474,621)	
부	10.00(B)	100.00	0	Z000000	(1,582,071)	

(54) 결제금액 (인도조건-통화종류-금액-결제방법)		CFR -USD- 12,686 - GN			(55) 수입신고수리일자 2009/08/19		
(56) 총과세가격	$ 12,686	(57) 운 임	1	(58) 가산금액		(59) 납부번호	
	₩ 15,820,710	(60) 보험료		(61) 공제금액		(62) 부가가치세과표	

(63) 세종	(64) 세액	※관세사기재란	(65) 세관기재란
관 세			
개별 소비세			
교 통 세			
주 세			
교 육 세			
농 특 세			
부 가 세			
신고지연가산세			
미신고가산세			
(66) 총세액합계			

수입면장 사본은 대한민국 등록관세에 등록하였다는 증명임
그 밖의 기타관계법규에 의거 제세를 징수할 때에는 그 면장가격을 재결정함
: 관세에 해당하거나 양도 또는 대여하지 못함

12 0 AUG 2009
129 0 AUG 2009

(67) 담당자 | 우현경 | 071626 | (68) 접수일시 | 2009/08/19 06:47 | (69) 수리일자

SAMPLE

POV EXPORT WORKSHEET

APPOINTMENT DATE/TIME: _____ / _____

Name: _____ First _____ M. _____

Rank: _____ SSN: _____ E-mail : _____ @ _____

Services: Army /AF/ Navy / Marine TAC(*Transportation Accounting Code*) or MDC: _____

Duty Phone#_____ Fax#_____ Home or Cell Phone#_____

POV YEAR: _____ Make: _____Model: _____ Color: _____

Body Style: ( )Door SDN / VAN / PU / SW / SUV / JEEP/ MC

VIN: _____

FPOV: Yes -- No Alternate Port: Yes – No Pusan: Yes – No Inchon

Destination / Pick Up VPC: _____ Initial _____

Remarks : Please fill out above blanks and FAX BACK ALONG WITH:

1. YOUR PCS ORDERS, 2. USFK VEHICLE REGISTRATION (USFK Form 207)

3. KOREAN GOVERNMENT DEREGISTRATION CERTIFICATE (Original submission required)

4. SOFA DOCUMENT (Korean Customs Import Doc),

5. BILL OF SALE (If POV purchased in Korea) 6. TITLE (POV for Europe, or Hawaii Destination)

---> OUR FAX#: DSN 736-7091 (CMM'L# 02-7916-7091), Thank you.

SAMPLE

This is to certify that above member is to ship his/her POV to next duty station/ country on _____.

Seoul VPC Representative:_____ Date: _____

Please pick-up form at Pyeongtaek Registration Office or at Pass & Registration.

[별지 제16호서식] <개정 2003.1.2, 2006.6.9>

※제 호

PERMIT FOR TEMPORARY PLATES

※표기란은 기재하지 않습니다.

Applicant	Name		SSN	
	Unit Address			
Operator				
	Name		SSN	
	Unit Address		(Cell Phone:)	
Details	Vehicle Type		Make,Model	
	VIN No.			
	Purpose	Shipping in / Shipping out		
	Period	10days		

자동차관리법 제27조1항 · 동법시행령 제7조 및 동법시행규칙 제26조제1항의 규정에 의하여 위와 같이 신청합니다.

Date 2008. . .

Name&Signature

※구비서류 : 없음

신청안내

신청하는 곳	시·도 또는 시·군·구	처리기간	Fee
		즉시	1,800₩ON

○운행목적별 임시운행의 허가기간(시행령 제7조제2항)은 아래와 같습니다.
- 신규등록신청·차대번호 조기 또는 전시 등을 위한 운행 : 10일
- 수출을 위한 운행 : 20일
- 자기인증에 필요한 시험 또는 확인을 위한 운행 : 40일
- 제작자등의 연구·개발목적의 운행 : 2년 이내

○임시운행허가기간이 만료한 날부터 5일 이내에 임시운행허가증 및 임시운행허가번호판을 교부한 관청에 반납하여야 합니다. 다만, 신규등록을 시신청하는 경우에는 임시운행허가기간내에 신규등록신청서에 첨부하여 등록관청에 반납하여야 합니다.
- 임시운행허가증 및 임시운행허가번호판을 반납기간내에 반납하지 아니하는 경우에는 자동차관리법 제64조제1항제5호의 규정에 의하여 100만원 이하의 과태료를 물게 됩니다.

210㎜×297㎜

STEP 3 –
RECEIVING WRITTEN DECAL (USFK FORM 192)

Now that you've received your temporary plates, you must obtain a temporary written decal (USFK Form 192). You must have this Form to gain access to USFK installations.

You can obtain this pass at Pass & Registration by presenting a Vehicle Technician with the Permit for Temporary Plates you received from Pyeongtaek.

****IF YOU REGISTERED FOR TEMPORARY PLATES WITH THE PYEONGTAEK REPRESENTATIVE ON WEDNESDAY AT PASS & REGISTRATION, YOU WILL RECEIVE THIS DOCUMENT ALONG WITH YOUR TEMP. TAGS ON THURSDAY AFTER 1300****

IF YOU ARE SHIPPING YOUR VEHICLE TO THE STATES, ASK PASS & REGISTRATION FOR A CONUS TEMP TAG. THIS FORM WILL SHIP TO THE STATES WITH YOUR VEHICLE. PLACE IT IN THE WINDSHIELD.

AGAIN, BE ADVISED, TEMPORARY PLATES ARE ONLY VALID FOR 10 DAYS. YOU MUST TURN THEM IN TO PASS & REGISTRATION PRIOR TO THEIR EXPIRATION DATE. IF YOU DO NOT COMPLY, YOU WILL BE CHARGED 1,000,000 WON.

STEP 4-
SHIP VEHICLE OUT!

http://www.WhereIsMyPOV.com

Driving directions can be found at the above website.

Be sure to retain:
Temporary Plates
Permit for Temporary Plates
Written USFK Decal
Safety Sticker

(Written CONUS Decal will be shipped to States with the vehicle, if applicable)

STEP 5-
OUT-PROCESS VEHICLE

Now that your vehicle is shipped, you are ready to out-process the vehicle portion of Pass & Registration.

Confirm that you have turned in the safety decal (sticker). Ensure that you have turned in temporary plates and Permit for Temp Plates form. Present us with your USFK Form 32EK (Cancellation Form) and we will sign it off. You can keep this form for your records.

**WE WILL NOT SIGN ANYTHING OFF VIRTUAL UNTILY OU TURN IN YOUR RESTRICTED AREA BADGE AND AF FORM 2586 – You can receive this form from your Unit Security Manager.

IF YOU DO NOT HAVE A RESTRICTED AREA BADGE, ENSURE ALL 5 ITEMS LISTED ON VMPF FOR PASS & REGISTRATION ARE COMPLETED AND TURN IN A COPY OF YOUR ORDERS.

We hope our Pass & Registration Office alleviated your out-processing experience and ensured that it progressed as smoothly as possible.
We hope you enjoyed your time here!
Enjoy your next duty assignment.